

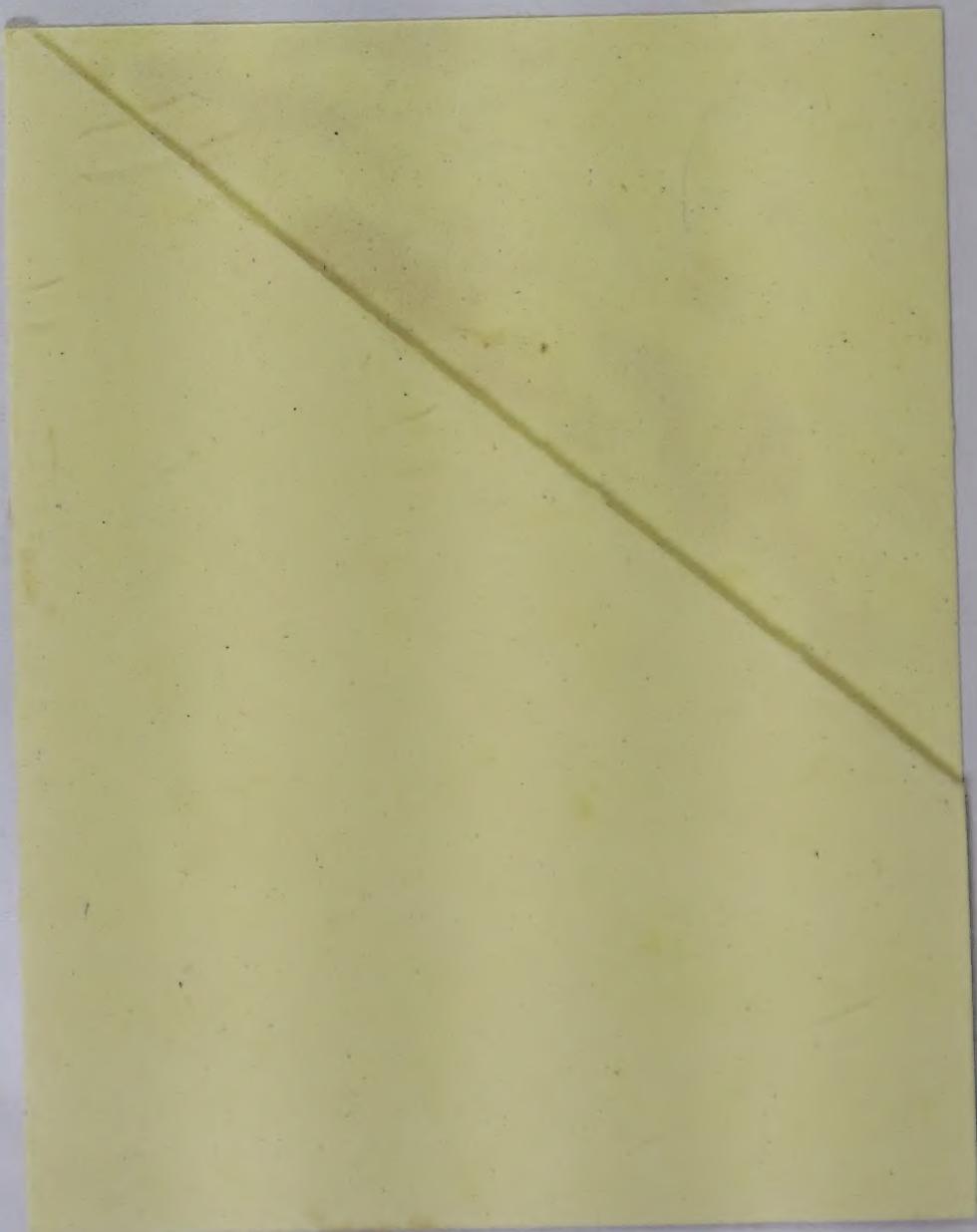
Financial Assistance
to
Voluntary
Organisations
for
Health, Family Welfare
and
Nutrition Services



Government of India
Ministry of Health & Family Welfare

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MINISTRY OF HEALTH & FAMILY WELFARE

The Government of India have evolved a scheme to provide financial assistance to projects to be undertaken by Voluntary Organisations in the country for expansion of health, family welfare and nutrition services in various parts of the country. Assistance is being received for this purpose from the USAID. The total allocations available will amount approximately to about Rs. 17 crores.

2. All Voluntary Organisations which are registered bodies are entitled to apply for grant under this scheme. Out of total cost of each project for which this assistance is sought by any Voluntary Organisation, 25% has to be met by that Organisation from indigenously raised resources which can include cost of land or equipment, etc., that may be donated.

3. The Voluntary Organisations proposing to seek assistance under this scheme should submit 3 copies of the application, one of which will be forwarded through the Government of the State/Union Territory in which the activities are proposed to be undertaken and the other two direct to the Under Secretary (Voluntary Organisations

Project) Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi. These applications will be taken up for consideration in batches from time to time. A joint appraisal of the applications will be conducted by a team of officials of the Government of India and USAID, New Delhi. In the course of such appraisal these teams will also visit the institutions concerned for further information and clarifications. Thereafter, applications which qualify for assistance will be sent to Grants Committee of the Ministry of Health and Family Welfare.

4. On approval of the grant by the Grants Committee, a letter intimating the grant and incorporating all the conditions governing the same will be sent to the selected organisations. It is only after fulfilment of all the conditions mentioned in the letter that the first instalment of the grant will be released.

5. In order that various organisations could appreciate the nature of conditions likely to be imposed at the time of grant, a set of guidelines have been prepared and attached as Annexure in this booklet. It may please be understood that these conditions may vary and change and that final conditions will be incorporated only in the letter sanctioning the grant. However, if any of the conditions now mentioned in the Annexure are unacceptable to the organisations for any reasons whatsoever, they are advised not to apply for the grants even at the initial stage.

6. A copy of the application form that may be sent for seeking grant under the project is also attached in Annexure II of this booklet. Each organisation may separately type out the application form and fill the same. There is no need to use the printed sheets as such for this purpose as they may not provide adequate space for all the answers.

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VOLUNTARY ORGANISATIONS PROJECT

I. A Project Grant Agreement for "Private Voluntary Organisations for Health" has been entered into by the Government of India and the USAID under which USAID is to provide a grant equivalent to \$ 20 million in US owned Indian Rupees (Rs. 17 crores approximately).

II. GOAL

The project seeks to reduce morbidity, mortality and fertility among the rural and urban poor in the country.

III. PURPOSE OF THE PROJECT

The purpose of the Project is to expand and improve basic health and special preventive health, family planning and nutrition services for the poor by strengthening the private and voluntary sector with special attention to the less well served areas and deprived population.

"Basic" health, family planning and nutrition services cover services required for facilities to tackle common and/or emergency health, family planning and nutrition problems.

"Special" preventive health, family planning and nutrition services cover services to deal with common/severe problems likely to adversely affect the general community.

IV. OBJECTIVES OF ASSISTANCE

Financial assistance would be available to Private Voluntary Organisations:-

- * i) For expansion of services, for outreach service delivery programmes which are community oriented and include surveillance for high risk families/individuals; individual counselling through home visits and community based group promotive/educational activities; and
- * ii) For improving the quality of services provided by encouraging the organisation/institution to undertake
 - a) innovative activities and practical service oriented research programmes;
 - b) training programmes for improving the skills of rural/small town practitioners (both allopathic and indigenous) in basic health, family planning and nutrition areas; and
 - c) for training programmes in management of organised outreach delivery systems for preventive health, family planning and nutrition service programmes.

Assistance for In-hospital (Bedded) Services and hospital constructions, supplement to items (i) and (ii) above under the Project, will be permissible for the following:-

* For details please see Annexure I.

- i) For In-hospital (bedded) services, limited to emergency obstetric services and special care services for young children in support of community-oriented outreach programme or beds needed for community-oriented special programme; and
- ii) for hospital construction, limited to expansion of Out-patient Departments, Obstetric Departments and Paediatric Departments but only when this construction forms part of an organised programme of expanded services to the community.

Assistance under the Project will NOT be permissible for the following:-

- i) General Constructions; for details see also IV (ii) immediately above;
- ii) Dental Health Services;
- iii) Mental Health Services;
- iv) Salaries of Medical Specialists;
- v) Motivation fees for Family Planning/sterilisation;
- vi) Abortion related costs;
- vii) Basic scientific, bio-medical, demographic and Social Sciences Research;
- viii) Establishment of private clinics;
- ix) Degenerative diseases (cardio vascular, diabetes and cancer in particular);
- x) Entertainment.

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CONDITIONS OF ELIGIBILITY FOR ASSISTANCE

Only the voluntary organisations/institutions that fulfil the following criteria would be eligible for grants under the Project:-

- i) The Organisation/Institution must be registered under the Societies Registration Act of 1860 or any other Statute;
- ii) It should be non-official and under non-proprietary management;
- iii) It should not be run for profit to any individual or group of individuals;
- iv) It must offer services to the general public without any distinction of religion, caste, creed or colour;
- v) It must be of sound financial standing and agree to meet at least 25% of the total project cost including that in kind from out of indigenous sources;
- vi) It should indicate how the expanded activities started with financial assistance will be sustained after the grant ceases;
- vii) The Project implementation must complement or supplement the existing programmes activities of the Government of India.
- viii) Motor vehicles and Pharmaceuticals shall be financed by the organisations themselves as part of their contribution. Only in exceptional cases may motor vehicles and/or pharmaceuticals be considered for financing with project grant funds, but both would require a written approval of USAID.
- ix) Organisations whose primary purpose is to perform or promote abortion as a method of family planning are not eligible for funding under this Grant.

The proposals planning to expand services in the less well served areas will be given preference.

An organisation/institution managed and maintained by a State Government or Local Body shall NOT be eligible to receive assistance under this Project.

CONDITIONS FOR RELEASE OF GRANT-IN-AID

1. The grantee organisation/institution which should be a Society registered under the Societies Registration Act, 1860, or any other Statute, will execute a bond in the prescribed form (Annexure III), to the effect that the grantee will abide by the conditions of the grant by the target date.
2. The grantee shall utilise the grant-in-aid within a period of one year from the date of issue of the crossed Demand Draft for the purpose for which it has been sanctioned. If the grantee Institution fails to utilise the entire amount of grant during one year, unutilised amount of grant will be refunded to the Government of India, Ministry of Health & Family Welfare (hereafter referred to as Government) forthwith unless otherwise permitted by Government. No disbursement under the project shall be made by the grantee after the project termination.
3. The grantee shall not assign any portion of grant to a third party.
4. 1) Grantee Organisation/Institution shall maintain separate accounts and records covering all transactions relating to the Project, including those relating to Grantee Institution's share of expenditure. These accounts/records shall be maintained in accordance with generally accepted principles and practices, preserved and kept open to inspection/audit by any Member of the Grants Committee, any authorised officer of the Government or United States Agency for International Development (AID) during the life of the project and upto three years after release of the final instalment of grant or expenditure, which

ever is later. If any litigation claim or audit is initiated before the expiry of the three years period, the project accounts/records shall be retained till all litigation claims or audit objections have been settled.

- ii) All project activities including constructions, may be monitored by representatives of Government and USAID.

5. The grantee shall provide a minimum of 25% of the project costs from out of indigenous non-Government sources, in cash or in kind.

6. The grantee shall furnish within 15 months from the date of sanction of grant, audited statement of accounts, duly certified by a Chartered Accountant, comprising the following:

- i) The receipt and payment accounts of the organisation as a whole for the financial year;
- ii) Income and expenditure accounts of the organisation as a whole for the financial year; and
- iii) Balance sheet at the end of the financial year for the body as a whole.

7. The grantee shall furnish utilisation certificate on the prescribed form (Annexure IV) duly signed by a Chartered Accountant, within 15 months from the date of the sanction of the grant.

8. The grantee shall not indulge in corrupt practices and should furnish a certificate that it is not involved in any proceedings relating to the action or conduct of any of its

office bearers in connection with affairs of the grantee Institution.

9. The grantee should furnish a certificate that the organisation has not been sanctioned grants-in-aid by any other Department of the Central Government for the same purpose during the period to which the grant pertains.

10. The accounts of the grantee should be open to test-check and regular audit by the Comptroller and Auditor General of India at his discretion.

11. No portion of the grant should be utilised for furtherance of any political movement.

12. The grantee shall maintain a record in the prescribed proforma (Annexure - V) of all permanent/semi-permanent assets acquired wholly or substantially out of the grant, two copies of which should be furnished to the Government at the end of each financial year. Such assets shall not be disposed of, encumbered or utilised for any purpose other than those for which the grant has been sanctioned, without the prior approval of the Government.

The term 'assets' as referred to above means (i) immovable property; and (ii) movable property of a capital nature where the value exceeds Rs. 1,000. Library books and articles of furniture need not be taken as falling within the term 'asset'. Inventories of such articles should nevertheless be maintained by the authorities and produced at the time of the audit.

13. Where the grantee organisation employs more than 20 persons on a regular basis and at least 50% of its expenditure is met from grants-in-aid from the Central

Government, and is in receipt of a general purpose annual grant-in-aid of Rs. 2 lakhs and above from the Government, the grantee organisation shall make reservation for scheduled castes and scheduled tribes in the proposed services under its control on the lines indicated by the Government.

14. The grantee shall submit quarterly performance-cum-achievement/progress reports for the quarters ending June, September, December and March, in triplicate, including a physical report covering the operational achievements, construction, management status (personnel, contracts, etc.) implementation problems, if any, remedial measures planned and plan of action for next quarter. Reports shall be submitted within 30 days of the end of the quarter.

15. The grantee shall submit in triplicate at the end of every quarter certified expenditure reports on grant funds and indigenous contribution separately, as in the following statement:-

Schedule of Expenditure

- (a) Budget categories specifying all non-recurring and recurring items.
- (b) Total grant funds budgeted.
- (c) Amount released
- (d) Amount expended during the quarter.
- (e) Cumulative expenditure upto the end of the quarter.
- (f) Estimated expenditure for the next quarter.

The grantee shall certify that all expenditures reported on, including those from indigenous non-Government sources, were actually incurred during the reporting

period. Reports shall be submitted within 30 days of the end of the quarter.

16. The grantee shall furnish to the Government annual statement showing expenditure incurred under the various main Heads during the period April to March duly certified by a Chartered Accountant, in triplicate, by 30th June each year.

17. If the grantee fails to furnish the quarterly Progress/Expenditure report, the audited annual statement of expenditure in time, or if an inspection of the grantee institution reveals that it is not implementing the project satisfactorily, not maintaining the requisite accounts/records, not utilising the grants funds for project purposes, further releases of grant under the project would be suspended.

In the event of corrective action recommended by the Government not taken by the grantee to the satisfaction of the Government within such time as stipulated for the purpose, or if the grantee incurs any expenditure for purposes not covered by the project; or if the project is considered by Government, as unduly delayed; or if any statement or representation made by the grantee is found not to be true or if the grantee fails to comply with the conditions as outlined herein, the Central assistance under the Project may be terminated by thirty (30) days written notice. No further grant shall be made after such notice of termination. After receiving termination notice, the grantee shall take immediate action to minimise expenditures and obligations financed under the project grant-in-aid and shall cancel such obligations. All unexpended grant funds not needed to meet project costs pursuant to legally binding agreements, shall be repaid to the Government within thirty (30) days of the effective date of termination.

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18. (i) The grantee should, in respect of grants received under the Scheme, maintain an account with a Scheduled Bank or Post Office in the name of the organisation/institution and not in the name or designation of any of the officials of the grantee organisation. The grantee shall provide the Bank's name, address and Project Account No. to the Government.

(ii) The amount will be kept in current account and no interest will be earned. However, if any interest is earned on grant funds the same will be refunded to Government. In any case all interest earned shall be used for project purposes.

19. The accounts should be operated formally by two office bearers. A certificate should be furnished indicating the names and addresses of persons duly authorised to operate the accounts.

20. The grantee should furnish a certificate that the person signing the undertaking is duly authorised to bind the funds of the grantee organisation.

21. Government's approval of building plans and cost estimate must be obtained in writing. All procurements for the project, including those for building construction, shall be made on a competitive basis by open advertisement; for procurement of goods and services costing Rs. 10 lakhs and above Government's approval of bid evaluation statements and recommendations for award of contract should be obtained. For construction contracts costing Rs. 10 lakhs and above, the grantee should submit to the Government draft tender documents which include the following: notice to tenderers; letter of acceptance; draft contract; bid bonds;

general conditions; specifications; terms of work and quantities. For buildings costing less than Rs. 10 lakhs, the grantee is required to submit for Government's approval a sample tender document which will be used by the grantee to insure that the competitive bidding process is adhered to.

22. The grantee shall insure or cause to be insured all goods secured under the Project for full value of stores against risks during transit.

23. In the case of grants for construction or alteration of buildings:-

- (i) Once the plans and estimates of the buildings have been approved and grant released, these shall not be modified by the organisation without the prior approval of the Government.
- ii) The grantee shall furnish a completion report from a qualified architect/engineer along with the particulars including area (s) thereof and details of expenditure actually incurred.

24. The Sign Board of the project will indicate in an appropriate manner participation by the United States in the project.

25 (i) No articles involving foreign exchange should be purchased and no assistance for such costs will be provided by the Government.

(ii) The project funds shall not be used on purchase of any goods other than those manufactured or produced in India except with the prior approval

of Government, who may consult USAID, where necessary.

- (iii) The Government will have prior lien on the building (s) for recovery of the amount paid as grant in the event of the building (s) ceasing to be utilised for the approved purpose.
- (iv) All facilities financed under the project should be adequately maintained and insured.

26. Grantee (s) receiving grants exceeding Rs. 1 lakh per annum recurring or Rs. 5 lakh non-recurring are required to maintain subsidiary accounts of the Government grant and furnish the same to the Pay and Accounts Officer (Secretariat), Ministry of Health and Family Welfare, New Delhi, quoting the number and date of sanction along with:-

- (i) a copy of the audited statement of accounts; and
- (ii) a copy of constitution or Memorandum and Articles of the grantee.

27. The grantee shall not incur from the grant funds any expenditure on payment of identifiable taxes, tariffs, duties or other levies, whether Central, State or Local, but the grantee will bear such expenditure out of its own contribution of a minimum of 25% of the project cost from out of indigenous non-Government sources.

28. The grantee shall not incur from the grant funds any expenditure towards motivation fees for Family Planning, Sterilisation or any expenditure towards abortion related costs.

29. Upon receipt of the sanction letter, the grantee shall

give an undertaking that the grantee agrees to be governed and will abide by the terms and conditions outlined herein. The undertaking should be worded as follows:

"We (name of grantee institution) have read the sanction letter and conditions of release of grant-in-aid. We understand and will undertake to comply with all the terms listed herein."

(Name of Executive Officer of the Grantee Institution)

Place _____

Date _____

30. The payment of grant-in-aid will be made by the Government through a crossed Demand Draft after all the requirements mentioned in the sanction letter have been fulfilled by the grantee.

VII. PROCEDURE FOR RELEASE OF GRANTS

In the first year, after the Grants Committee has approved the proposals of any voluntary organisation/Institution for grant-in-aid under the Project a grant amounting to about six months expenditure of the project, may be released in the first instalment and thereafter as follows unless otherwise decided by the Grants Committee.

In the subsequent years the first instalment amounting to 1/6th of the year's expenditure may be released in the month of April to meet the expenses for the months of April and May out of the funds voted "on Account" by Parliament.

A second instalment of grant not exceeding 50% of the total annual grant may be released after the Budget has been passed provided the Institution submits to this Ministry at least an unaudited statement showing the expenditure incurred from the previous year's grant and resources available with it.

Subsequent instalments may normally be released only after receiving the audited statement of accounts for the previous year. However, if there are any genuine difficulties in getting the audited statements of accounts in time, the subsequent instalments may also be released in exceptional cases on the basis of the unaudited statements of Accounts provided that the total amount of all instalments released in a financial year without obtaining the audited statement of accounts does not exceed 75% of the amount provided for the purpose in the budget of the year.

VIII. PROCEDURE FOR SUBMISSION OF APPLICATIONS

Three copies of Application duly typed out on the prescribed format (Annexure II) furnishing all the required information along with the necessary enclosures may be

forwarded directly to the Secretary to the Government of India, Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi-110011 and one copy of application, with enclosures, be sent through the Secretary to the State Government, Health Department concerned.

Each application should inter alia be accompanied by the following certificates:-

- (i) a certified copy of certificate of registration of the Institution under the Societies Registration Act, 1860 or any other Statute;
- (ii) a certified copy of the documents showing the constitution of the Governing Body and Managing Committee responsible for maintenance of the organisation/institution and names and addresses of persons who are authorised to operate upon and bind the funds of the organisation/institution;
- (iii) audited statement of Income and Expenditure and balance sheet for the last three years certified by a Chartered Accountant; and
- (iv) a certificate from the Chartered Accountant to the effect that all the grants received from Central/State Governments during the last five years have been fully utilised for the purposes for which those grants were sanctioned.

Any suppression of facts, mis-statement, or false information furnished to the Government will, in addition to such other action as may be considered appropriate, render the organisation/institution ineligible for further grants and liable to refund the grant secured on such basis.

Objectives for which assistance will be admissible under the Project for expansion of services and for improving the quality of services

Health, family planning and nutrition interventions to be assisted under the Project may be those that will focus on the major causes of morbidity, mortality and disabilities amongst the various population groups in the country.

(a) SERVICE PROJECTS

For infants and young children these would include diarrhoea, pneumonia, protein calorie malnutrition, intestinal parasites, malaria, diphtheria, whooping cough, tetanus, tuberculosis, trachoma, injuries and burns. Incidence of low weight at birth and birth injuries would also be covered.

For pregnant women and women in the reproductive age, problems associated with high fertility and closely spaced pregnancies would be infections, anaemia and toxæmia.

For older children and adults major diseases would cover malaria, tuberculosis, leprosy, intestinal parasites, dysentery, trachoma, cholera, typhoid, injuries and burns.

These may be in various forms -

- (i) Unipurpose projects, e.g., leprosy surveillance, identification and treatment centres, education

campaign against intestinal parasites;

(ii) Multi-purpose programmes such as primary health care services including family planning and nutrition and vector control, (spraying in malaria infected areas). The Primary health care services would include preventive treatment like immunisations, preventive education (e.g. re-education programmes for mothers with protein calorie malnutrition affected children) or services.

Facilities in the rural areas may be in the form of village health posts, village health centres and primary health care centres. In urban slums, the facilities may be in the form of small clinics or dispensaries. The services at these Centres etc. to be funded by the Project would include -

- collection of data on the health of the village/urban slum,
- elementary health education with emphasis on nutrition, hygiene, childbearing and family planning ,
- screening of expectant mothers and ante-natal and post-natal care,
- well-baby clinics providing a general review of growth and development,
- immunization programmes ,
- provision of oral contraceptives and condoms, IUD insertions at appropriate facilities, and referral for other contraceptive and fertility control methods
- provision of "salts" to be used by the mother for prevention and management of early dehydration,
- first aid injuries at the simple health posts, more complete treatment higher up the referral ladder ,
- disease detection, e.g., taking blood for detection

- of malaria,
- deliveries,
- rehabilitation of mild to moderate malnutrition,
- treatment of easily recognized diseases or symptoms, such as malaria fever, diarrhoea in children, intestinal parasites, etc.
- referrals, as may be considered necessary.

RESEARCH/TRAINING PROJECTS

Innovative activities and practical service oriented research programmes may be simple operational research aimed at providing low cost and effective Health, Family Planning and Nutrition services. The small innovative developmental activities as a part of a planned effort for exploring new and alternative methods of improved programme, operations may be used for improving project outcome. This may include projects for training indigenous systems of medicine practitioners in use of rehydration salts for diarrhoea, use of household or community contraceptive delivery systems or formation/development of mothers' clubs to enhance infant/child health and development through improved use of locally available food materials.

Likewise, various training programmes for different categories of personnel could be assisted which would include short-term training for new or refresher training for existing personnel as also management training for properly managing an expanded system. While personnel from all levels of the various types of medical systems practised in the country would be eligible for training, preference would be given to lower level field workers.

Basic Health Family Planning and Nutrition Services

For this project basic health, family planning and

nutrition services refer to services required by the rural and urban poor for common and/or emergency health, family planning and nutrition problems.

For applicants for grants for basic health services it is expected that services like immunisation, care for pregnant women, care for common infectious diseases, conditions such as diarrhoea, respiratory diseases, parasitosis malaria, eye problems, skin problems, care of minor trachoma and burns will be offered and most effective treatment method employed, e.g., oral rehydration for diarrhoea.

For applicants for grants for basic family planning services it is expected that cafeteria of contraceptive methods will be offered and skills and approaches to the provision of such services improved.

For applicants for grants for basic nutrition services it is expected that care for maternal and child malnutrition, anaemia and common vitamin and mineral deficiencies will be improved, where these problems are common.

Applicants planning integrated basic health, family planning and nutrition services will be given preference.

Special Preventive Services

Special preventive services refer to services required for problems which are common enough or severe enough to adversely affect the rural and urban poor at the community level.

These include (i) service programmes that prevent the occurrence of the problems; and (ii) service programmes which through early case detection and treatment limit the

severity/extent of the problem. These would include leprosy, tuberculosis, blindness, deafness, accident prevention and treatment programmes.

For applicants seeking grant for special preventive services it is expected that focus will be on prevention of the problem altogether as well as limitation of the severity or extent of the problem.

ANNEXURE II

(Please see instructions for filling up of the Application at the end of this Format)

Application No. _____

APPLICATION FOR GRANT-IN-AID UNDER THE
PROJECT VOLUNTARY ORGANISATION
FOR HEALTH

1. Name of Organisation & address,
Telephone No.
2. When Established.
3. Objectives of the Organisation
4. State whether Organisation is registered
under the Societies Registration Act,
1860 or any other Statute. If so, please
attach a certified copy each of certificates
of registration; Rules/Regulations and
Bye-laws.
5. Names, designations and addresses of
persons comprising the Governing
Body/Executive body etc. Attach
certified copy.
6. Names, designations and addresses
of persons who are authorised to
operate upon the funds of the
organisation. Attach Certified Copy.
7. Financial resources and financial
position. Attach audited accounts i. e.

Receipts & Payments Accounts, Income and Expenditure account and balance sheet for the last three years certified by a Chartered Accountant or any authorised auditor showing the source/purpose.

8. Grants recurring and/or non-recurring received from Central/State Government during last five years (year-wise). Attach certificate countersigned by a Chartered Accountant stating that the grants have been fully utilised for the purpose for which these were received.
9. Details of any foreign assistance received during the last three years including assistance in the shape of materials/commodities (along with approximate value).
10. Present activities of the Organisation/Institution. Indicate sources/means of financing. Attach Annual Reports for the last three years.
11. What is the current staff strength of the organisation/institution.

Type of Staff	Number full time	Number part time	Number volunteers
Professional			

Clerical

Others

12. Proposed Project Title:-

i) Project Area Estimate

	Name	Population	*Target group	% Rural	% of Migratory population in/out
Villages	_____	_____	_____	_____	_____
Towns	_____	_____	_____	_____	_____
District(s)	_____	_____	_____	_____	_____
State (s)	_____	_____	_____	_____	_____

* Those directly effected by project activities.

13. Is project or activity referred to above a new one or part of an existing one. If part of continuing activity attach reports on past and current operations.

14. What are the objects of the proposed project -

1. Short-term purposes
2. Long-term goals

15. Details of the project, indicating scope of activities and year-wise phasing thereof (How many additional services, additional trained staff, additional facilities, etc.).
Please attach Annexure.

16. i) Has there been any Community participation in the design of this

project. Please describe.

- ii) What will be the Community participation in implementing and financing of the project.
- 17. What specific additional services / facilities are proposed to be provided under this project ?
- 18. Additional systems to be improved / developed under the project.
- 19. Training Programme proposed;
 - i) To what extent will any existing programme be expanded and the number of persons in each category to be trained;
 - ii) Any more training proposed, if so, the number likely to be trained per year, category wise.
- 20. Project Personnel Requirements. What are the additional personnel requirements for the project ?

<u>Designation</u>	<u>Pay scale</u>	<u>No.</u>
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(a)

(b)

(c)

(d)

(e)

21. What will be the duration of the Project ?

22. When is the Project proposed to be started ?

23. What will be the project cost upto end of the project-
Project grants and Institution's share

24. Financial Plan of the Project:-

<u>Non-Recurring</u>	Project Grant Fund					Contribution by Organisation					T O T A L
	Y E A R					Y E A R					
	1	2	3	4	5	L	1	2	3	4	5

1. Building
- * 2. Equipment
3. Trans-
poration
4. Others
(specify)

Sub-total

Recurring

1. Salaries

2. Transportation

3. Others (specify)

Sub-total

Grand Total

Indicate the source from which 25% contribution of Institution would come.

*Attach a list of essential equipment required indicating each item & the cost thereof.

25. For construction of building

- i) A certificate to the effect that the institution has legal title to the land for construction of the building for which the grant has been applied for, and the land is in its possession.
- ii) The blue print of the proposed building plans and statement of plans, reasonableness of such estimates of the building to be constructed duly certified by a qualified engineer and a certificate from the local Municipal or other appropriate authority that the construction of the building has been permitted, to be attached.
- iii) A certificate from the state PWD/ qualified engineer that the rates for construction will not be more than the prevailing state PWD. schedule of rates for similar work.

26. Agreement of organisation/institution to meet 25% of the total expenditure each year and source of funds to meet this sort of expenditure.

27. Please indicate in detail how the expanded/improved services will be financed at the end of proposed assistance.

EVALUATION PLAN

28. What factors can be identified and measured (quantitatively & qualitatively) which describe the present situation of problems addressed by the planned project activities (e.g. quality of outpatient care, population/health worker ratio, etc.) ?

29. What standards or indicators (e.g. reduction in infant mortality) will be studied on a yearly basis to verify whether you are making progress ?

<u>Indi- cator</u>	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>
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30. How will you know if you have achieved your goals and purposes at the end of the project ?

31. Details of enclosures

- i) Certified copies each of certificate of Registration under the Societies Registration Act or any other Statute ,Memorandum of Association, Rules, Regulations and Bye Laws (item No. 4).
- ii) List of Name (s), Designation and address (es) of persons comprising Governing Body/Executive Body etc., duly certified (item No. 5).

- iii) List of names, designations and addresses of persons who are authorised to operate upon the funds of the organisation.
Attach certified copy. (item No. 6).
- iv) Audited accounts, i.e., Receipt and Payment Accounts, Income and Expenditure Accounts, Balance Sheet, for the last three years duly certified by Chartered Accountant or any authorised auditor (item No. 7).
- v) Certificate from Chartered Accountant that all grants received from the Central /State Government during the last five years have been fully utilised for the purpose for which these grants were sanctioned. (item No. 8).
- vi) Annual Reports for the past three years (item No. 10).
- vii) Detailed Project Report (item No. 15).
- viii) List of equipment required and cost of each item (item No. 24).
- ix) Agreement of the Organisation to meet 25% of the total cost of the Project each year including that in kind from out of indigenous non-Government Sources (item No. 26).
- x) Certificate that the Organisation has not been sanctioned grant by any other

Department of the Central Government for the same purpose during the period to which the grant pertains.

- xi) Letter from a reputable firm about the availability of equipment from indigenous source.
- xii) Certificate regarding availability of land for construction of building. (S. No. 25 (ii))
- xiii) Blue print of the construction plans and detailed cost estimates (S. No. 25 (ii))
- * xiv) Certificate regarding permission of construction of building from local/ Municipal or other appropriate authority. (S. No. 25 (iii))
- xv) Certificate indicating that rates for construction will not be more than prevailing state PWD rates for similar work. (S. No. 25 (i))

- * To be furnished after request for grant has been accepted.

Certified that:

- i) The information/particulars given above are correct;
- ii) This organisation/institution provides services to the general public without any distinction of religion, caste, creed or colour;

- iii) No grant or any other assistance has been received by/made to this institution from/by the Ministry of Health & Family Welfare or any other Min./Dept. of the Govt. of India/State Govt. for the purpose for which the grant is now sought; and
- iv) The organisation/institution is not involved in any legal or other proceedings relating to accounts or conduct of any of its office bearers.

It is agreed that on acceptance of the proposed project by the Govt. of India for financial assistance we will abide by all the prescribed requirements/conditions.

Signature of authorised person

Designation

Address

Place _____

Date _____

INSTRUCTIONS FOR FILLING UP OF APPLICATION FORM

1. The Application should be typed on paper of size 21 c.m. x 30 c.m.
2. (a) Three copies of the Application, with enclosures, be sent directly to the Secretary to the Govern-

ment of India (Attention Shri K. L. Bhatia, Under Secretary (VOP), Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi - 110011.

(b) One copy of application, with enclosures, be forwarded through the State Government concerned.

3. Please read each column of the application format carefully and

- (a) furnish complete information as asked for;
- (b) attach all the required enclosures/certificates;
- (c) as much space as is necessary for replying to each item can be used. However, where information to be given is very lengthy it would be advantageous to attach the same in an annexure with a suitable entry against that column inviting attention to the annexure.

4. The enclosure/certificates referred to at item Nos. 31 (i) to (x) of the format should be furnished along with the Application.

5. The applications which do not furnish complete information and/or not accompanied by the enclosures/certificates as asked for (enumerated at item Nos. 31 (i) to (x)) will NOT be considered.

6. Item No. (3) - If an annual report is attached giving complete objectives of the organisation or if the same is found in the memorandum and articles of association and the same is attached, it would be sufficient if this is mentioned against this column.

Item No. 4 - State specifically the law under which

and the place where the organisation was registered and the registration number relating to the registration of the organisation.

Item Nos. 7 and 10 - If complete annual report furnishing both financial position and activities of the organisation are attached, this fact may be stated.

Item No. 11 - If a more detailed statement is sought to be furnished giving a complete break-up of the staff under categories other than those mentioned in this column, this can be done through an annexure.

Item Nos. 12 - 25 - If a complete write-up is to be provided of the project including information asked for under these items this can be so furnished in the annexure.

Item No. 26 - State very clearly wherefrom their share of 25% of the total expenditure of the Project will be obtained by the organisation.

Item Nos. 28, 29 & 30 - same as under item No. 12.

ANNEXURE - III

B O N D

This bond made this the _____ day of _____ one thousand nine hundred and eighty _____ between _____ an association registered under the Societies Registration Act, 1860 () and having its office at _____ in the State of _____, hereinafter called 'the obliger' (which expression shall unless excluded by or repugnant to the context be deemed to include its successors-in-interest) of the First Part and the President of India (hereinafter called 'The Government') of the Second Part;

Whereas at the request of the obliger, the Government have sanctioned a grant-in-aid of Rs. _____

(Rupees _____) vide their letter

No. _____ dated the _____ (hereinafter referred to as the said letter) which forms an integral part of these presents and a copy whereof is annexed hereto and marked with the letter 'A' for the purpose of and on condition of the obliger executing a bond in favour of the Government on the terms and conditions and in the manner hereinafter contained which the obliger has agreed to do.

Now this Bond Witnesseth and it is hereby agreed and declared as follows:-

1. That the obliger shall utilise the said grant-in-aid of Rs. _____ (Rupees _____) only for the purpose specified in the said letter and for no other purpose whatsoever.

2. That the obliger shall abide by all the terms and conditions specified in the said letter and the General Financial Rules, 1963 and any orders or instructions that may be issued by Government from time to time.

3. That in the event of any failure on the part of the

obliker to abide by any of the terms and conditions of the Grant-in-aid specified in the said letter or his committing any breach thereof, the Government will be at liberty to order the obliker to repay in full forthwith the entire grant-in-aid amounting to Rs. _____ (Rupees _____) or any part thereof with interest thereon at the rate of six percent (6%) per annum and any order made by Government in this respect will be final and binding on the obliker and on receipt of the said order the obliker shall forthwith and without any objection pay to the Government such sum not exceeding a sum of Rs. _____ (Rupees _____) plus interest thereon as may be fixed by the Government and decision of the Secretary to the Government of India in the Ministry of Health & Family Welfare about the amount so to be paid shall be final and conclusive.

4. The Society/Trust agrees and undertakes to surrender/pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorised use (such as letting out the premises for adequate or less than adequate consideration or use of premises for any purpose other than that for which the grant was intended) of the property/building created/acquired/constructed largely from out of the Government Grant. The decision of the Secretary to the Government of India in the Ministry of Health and Family Welfare as regards the monetary value aforementioned to be surrendered/paid to the Government will be final and binding to the Society/Trust.

5. Upon the obliker utilising the grant-in-aid only for the purpose specified in the said letter and abiding by fulfilling and performing all the terms and conditions of the said letter the written obligation shall be void and of no effect but otherwise it shall be and remain in full force, effect and virtue.

PROVIDED always and it is hereby agreed and declared that the decision of the Secretary, Ministry of

Health and Family Welfare as to whether the obligor has or has not performed and observed the obligations and conditions herein beforementioned shall be final and binding.

6. The stamp duty on the bond shall be borne by the Government.

IN WITNESS whereof these presents have been signed by Shri _____ and Shri _____ for and on behalf of the obligor and by Shri _____ for and on behalf of the President of India on the dates appearing against their respective signature.

Signed by (1) Shri _____ dated _____

(2) Shri _____ dated _____

1. Witness _____

Name and address _____

2. Witness _____

Name and address _____

Signed by Shri _____ dated _____

for and on behalf of the President of India in the presence of

1. Witness _____

2. Witness.....

(EACH PAGE OF THIS BOND HAS TO BE SIGNED BY THE TWO OFFICE BEARERS OF THE INSTITUTIONS WHO ARE AUTHORISED TO OPERATE UPON AND BIND THE FUNDS OF THE INSTITUTION)

UTILISATION CERTIFICATE

Certified that out of the amount of grant of Rs. _____ (Rupees _____) received during the year 19_____, from the Government of India, Ministry of Health & Family Welfare vide that Ministry's letters as mentioned below, for implementation of the Project "Private Voluntary Organisation for Health", an amount of Rs. _____ (Rupees _____) has been utilised for the purpose for which it had been sanctioned. A balance of Rs. _____ (Rupees _____) has been carried forward as on '1st April, 19_____.'

Details of Ministry of Health & Family Welfare letters sanctioning Grant-in-aid.

1. Letter No. _____ dt. _____ Rs. _____
2. Letter No. _____ dt. _____ Rs. _____
3. Letter No. _____ dt. _____ Rs. _____

Signature

Name & address of Organisation receiving grant-in-aid.

Date _____

Certified to be correct.

Signature

Date _____

Name & address of Chartered Accountant.

FORM G.F.R. 19

ASSETS ACQUIRED WHOLLY OR SUBSTANTIALLY OUT OF GOVERNMENT GRANTS

REGISTER MAINTAINED BY GRANTEE INSTITUTION

Name of Sanctioning authority _____
3

Serial No.	Name of Grantee Institution	No. & date of sanction	Amount of grant	Brief purpose of the grant	Whether any condition regarding the right of ownership of Govt. in the property or other assets acquired out of grant was incorporated in the grant-in-aid sanction	Particulars of assets actually created or acquired	Position as on _____
1	2	3	4	5	6	7	

Value of the assets as on _____	Purpose for which utilised at present	Encumbered or not	Reasons, if encumbered	Disposed of or not	Reason and authority if any, for disposal	Amount realised on disposal	Remarks
8	9	10	11	12	13	14	15

Certified as correct
 Signature of Chartered Accountant
 of the Institution

Signature of the authorised officer
 of the Institution

